



## CITY OF RIVERTON EMPLOYMENT APPLICATION

The City of Riverton is an Equal Opportunity Employer. Applicants are considered for employment without regard to sex, marital status, race, color, religion, creed, national origin, age, physical or mental disability. The City seeks to provide equal access and equal opportunity in employment and services and does not discriminate on the basis of handicap.

Please use an additional sheet of paper if more space is needed to answer any of the following questions.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_  
Last Name First Name Middle Initial Social Security Number  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Address/P.O. Box City State Zip Code Telephone No. Message Telephone No. Street

Transportation to job? ☐ Yes ☐ No Driver's license #: \_\_\_\_\_ State/Type

Are you a United States citizen? ☐ Yes ☐ No If no, Alien Registration # \_\_\_\_\_

Are you looking for: Full time position? ☐ Part-time position? ☐ Temporary position? ☐

Position(s) applied for: \_\_\_\_\_

Specify days and hours for which you are available: \_\_\_\_\_

Date Available \_\_\_\_\_ Desired Salary: \_\_\_\_\_

How were you referred to the City of Riverton? \_\_\_\_\_

Have you applied with the City of Riverton before? ☐ Yes ☐ No If yes, specify the date(s): \_\_\_\_\_

Have you been employed by the City of Riverton before? ☐ Yes ☐ No If yes, specify the date(s): \_\_\_\_\_

Are you at least 18 years of age? ☐ Yes ☐ No If no, give birth date: \_\_\_\_\_

Have you ever used any other name(s)? ☐ Yes ☐ No If yes, state the name(s) : \_\_\_\_\_

Have you ever been bonded? ☐ Yes ☐ No If yes, state when and where : \_\_\_\_\_

Have you ever been convicted of any criminal offense? ☐ Yes ☐ No If yes, please explain: \_\_\_\_\_

Give the names of any relatives, and their relationship to you, who are currently working for the City of Riverton. \_\_\_\_\_

**EMPLOYMENT HISTORY** - List your most recent position first. (Please do not “refer to resume”)

Employer:	Address: Telephone:
Job Title:	Dates employed: From _____ To
Supervisor:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Performed:	Reason for leaving:

Employer:	Address: Telephone:
Job Title:	Dates employed: From _____ To
Supervisor:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Performed:	Reason for leaving:

Employer:	Address: Telephone:
Job Title:	Dates employed: From _____ To
Supervisor:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Performed:	Reason for leaving:

Employer:	Address: Telephone:
Job Title:	Dates employed: From _____ To
Supervisor:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Performed:	Reason for leaving:

**SKILLS** - Summarize special skills, qualifications, and equipment used.

## EDUCATION

	Years Completed	Name & Address	Diploma, Degree, or Certificate	Major
High School	9 10 11 12 GED			NA
Voc / Trade Schools	NA			
College / University	1 2 3 4			
College / University	1 2 3 4			
Graduate / Professional Schools	1 2 3 4			

## PERSONAL/PROFESSIONAL REFERENCES

List three references other than former employers or relatives:

Name	Address	Telephone No.	Occupation	Length of Acquaintance

## OTHER

Additional comments you feel would assist us in evaluating your qualifications.

## APPLICANT STATEMENT

### PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I certify that answers given herein are true and complete to the best of my knowledge. Should I be offered employment, I authorize the City of Riverton to investigate all statements in the application and to secure any necessary information from all my employers, all law enforcement agencies, references, and academic institutions. I hereby release all of those employers, law enforcement agencies, references, and academic institutions giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City of Riverton.

I understand that any offer of employment is contingent upon receipt of a negative drug screening result and a satisfactory report concerning my academic credentials, employment references, and from law enforcement agencies. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City of Riverton has employed me. I also authorize the City of Riverton to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the City of Riverton from any and all liability for its providing this information.

In the event of my employment with the City of Riverton, I will comply with all rules, regulations, and policies set forth in the City of Riverton's Policy and Procedures Manual or other communications distributed by the City of Riverton.

I understand that nothing in this employment application, in the City of Riverton's policy statements or personnel guidelines, or in my communications with any City of Riverton official is intended to create an employment contract between the City of Riverton and me. I also understand that the City of Riverton has the right to modify its policies without giving me any notice of the changes. No promise regarding employment has been made to me, and I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the City of Riverton retains the right to terminate my employment at any time for any reason, or no reason.

I hereby acknowledge that I have read and understand the preceding statement and hereby authorize the City of Riverton to conduct a complete background investigation for employment purposes. This authorization includes police records. I also authorize the release of this information to officials of the City of Riverton.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

### ALL POLICE DEPARTMENT APPLICANTS MUST HAVE SIGNATURE NOTARIZED.

State of \_\_\_\_\_ )  
 ) ss  
County of \_\_\_\_\_ )

The above instrument was subscribed and sworn to before me by \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:

## EQUAL EMPLOYMENT OPPORTUNITY PLAN INFORMATION FORM

The City of Riverton is an equal employment opportunity employer. In compliance with government regulations we are required to track the number of our applicants by gender, race/ethnicity, and position for which applied.

We invite you to indicate your gender and race/ethnicity below. This information will be kept separately from your application and will be used only in accordance with federal and state regulations.

YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. Your application for employment will be considered in the same manner whether or not you fill out this form.

### GENDER

☐ **Male**

☐ **Female**

### RACE / ETHNIC GROUP

☐ **White** (Not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or Middle East

☐ **Black** (Not of Hispanic origin) – All persons having origins in any of the black racial groups of Africa.

☐ **Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☐ **Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. These areas include, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

☐ **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

☐ Other \_\_\_\_\_  
(Please Specify)

Date of application: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Referred by: \_\_\_\_\_

How did you learn about the position? \_\_\_\_\_

\_\_\_\_\_